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ABSTRACT

Designed to survey teachers, this questionnaire was developed and validated by the Educational Progress in Careers (EPIC) project to evaluate career, economic, and community education programs in Florida Schools. The instrument surveys the teachers' knowledge of the economic system, occupations, and employment and entry skills. (A User's Manual for the complete battery of EPIC instruments is available in ERIC as CE 017 395). (BM)

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EDUCATIONAL PROGRESS IN CAREERS

INSTRUMENTS FOR TEACHERS

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STATE OF FLORIDA DEPARTMENT OF EDUCATION
TALLAHASSEE, FLORIDA 32304

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Teacher's Questionnaire

School District _____

School Name _____

Please check your grade level:

___ Elementary

___ Middle and/or Junior High

___ Senior High

This questionnaire is designed to help identify the current nature and scope of some of the career-economic activities in your school district. When you have completed the form, please return it to your career education coordinator.

Thank you for your effort and cooperation.

Component #1 - Knowledge of the Economic System

Please check all of the areas of economics listed below which you have incorporated into the subject(s) you teach. Do this by checking the subject(s) you were teaching when you used the economic examples:

Subject(s) you were teaching:

8 Economic Areas	Math	English or Language Arts	Social Studies	Science	Art/Drama/Music	Physical Education	Home Economics	Business & Distributive Education	Industrial Arts	OTHER: (Please Specify)
1) Profits										
2) Productivity and the Market										
3) Labor Market Demand										
4) Consumer Economics										
5) Business Cycles and Monetary Policy										
6) The Roles of Government										
7) International Trade and Monetary Policy										
8) Comparative Economics										

Component #2 - Knowledge of Occupations

Directions: Please check all of the occupations below to which your students were exposed since September 1975, as a direct result of your own planning, coordination and teaching.

CONSTRUCTION (E)
- Air Cond. Mechanic
- Architect
- Bricklayer
- Carpenter/Cabinet Maker
- Electrician
- Equipment Operator
- Painter
- Plumber
- Roofer
- Sheet Metal Worker

MANUFACTURING (E)
- Drafter
- Electronics Technician
- Expediter
- Garment Cutter
- Industrial Maint. Mechanic
- Machinist
- Quality Control Tech.
- Tool and Die Maker
- Upholsterer/Furn. Finisher
- Welder

RETAILING/WHOLESALING
- Appliance Repair Specialist
- Buyer/Fash. Coord./Model
- Cashier/Sales Clerk
- Display Specialist
- Sales Person, Commission
- Security Person
- Ship/Receive/Inv. Clerk
- Supermarket Stock Worker
- Vending Mach. Route Person
- Wholesaler/Warehouse Oper.

BUSINESS/OFFICE/ACCOUNTING
- Bookkeeper/Bus. Mach. Oper.
- Certified Public Accountant
- Clerk Typist
- Computer Programmer/Analyst
- Keypunch Operator
- Office Machine Serv. Person
- Payables/Payroll Clerk
- Receivables/Credit Clerk
- Secretary/Stenographer
- Switchboard Operator

BANKING/INS./R.ESTATE/SECUR.
- Bank President/V. Pres.
- Insurance Adjuster
- Insurance Agent/Sales
- Loan Officer
- Market Research Analyst
- Mortgage Solicitor
- Real Estate Sales/Broker
- Stock Broker
- Teller
- Underwriter

MASS COMMUNICATIONS
- Ad. Layout/Makeup Spec'st
- Camera Oper./Project'ist
- Copywriter
- Editor
- Offset Press Operator
- Photographer
- Printer
- Publisher
- Recording Engineer
- Reporter

ENTERTAINMENT/ARTS
- Amusement Park Oper.
- Artist/Sculptor
- Dancer/Singer
- Director/Producer
- Horse Trainer
- Musician/Composer
- Stage Lighting Tech.
- Stage Manager
- Theatre Manager
- Usher/Ticket Taker

PERSONAL/HOTEL/RESTAURANT
- Cook/Chef/Caterer
- Cosmetologist
- Custodian/Janitor
- Desk Clerk
- Exterminator/Lawn Sprayer
- Hotel/Rest./Franchise Oper.
- Maid/Housekeeper
- Maitre'D/Waiter/Waitress
- Mortician/Undertaker
- Tailor/Sewer/Mender

GOVERNMENT/UTIL./PUBLIC SERV.
- Counselor/Social Worker
- Firefighter
- Government Employee
- Lawyer
- Military Person
- Police Officer
- Politician
- Teacher/Child Care Worker
- Telephone Equip. Installer
- Water Treatment Operator

HEALTH
- Dental Para-Auxiliary
- Dentist
- Dietician
- Hospital Para-Auxiliary
- Nurse; LPN/RN
- Optometrist
- Pharmacist
- Physician
- Veterinarian
- X-Ray Technician

SCIENCE/TECHNOLOGY
- Engineer, Civil/Environ.
- Eng., Civil/Structural
- Engineer, Electrical
- Engineer, Electronic
- Engineer, Industrial
- Engineer, Mechanical
- Engineer, Oceanic
- Engineer, Traffic
- Meteorologist
- Research Analyst

FARMING/RANCHING/NATURAL RES.
- Crop Duster
- Dairy Route Carrier
- Diver
- Farm Equipment Mechanic
- Farmer
- Harvest Hand, Citrus
- Horticulturist/Nursery Worker
- Miner
- Rancher/Animal Breeder
- Water-Well Driller

TRANSPORTATION (E)
- Airline Pilot
- Auto Body Repairer
- Auto Mechanic
- Auto Rental Agent
- Driver, Truck
- Longshore Worker
- Service Station Attendant
- Stewardess/Steward
- Ticket/Reservation Agent
- Travel Agent

Component #4 - Employment-Entry Skills

(High School Staff only)

Directions: Please check all of the skills (used on the job) that you taught to students since September 1975. Draw a circle around your check if you issued a Certificate of Skill Mastery to a student who demonstrated a proficiency of that skill.

__ Drive heavy equipment, such as a tractor, bulldozer, grader, etc.
__ Correct defects by rubbing, chiseling, grinding, sanding.
__ Erect a scaffold.
__ Cover surfaces with paints, varnish, stain, enamel.
__ Cut and lay tiles and terra cotta.
__ Pour and smooth concrete.
__ Erect forms for pouring concrete.
__ Mix mortar and set stones or bricks using a trowel.
__ Install fuses, conduits, and switches.
__ Install plumbing and fixtures using a threading die.
__ Erect frame walls from 2 x 4 boards, using a hammer and saw.
__ Set door and window frames; install cabinets.
__ Select building materials for a job.
__ Estimate the cost of materials for a job.
__ Make drawings of a building to scale.

__ Sketch simple and complex devices.
__ Make drawings of a set of parts to scale.
__ Write purchase orders for vendor parts.
__ Transfer a pattern to materials.
__ Fire pottery in a kiln.
__ Machine metals to specifications.
__ Weld metal joints or heat treat metal to specifications.
__ Make a sand mold and produce a casting.
__ Mold fiberglass with metal using epoxies.
__ Solder electronic parts.
__ Make or assemble parts from programmed directions, within specifications.
__ Arrange the layout of work on an assembly line.
__ Expedite parts and materials for continuous production.
__ Inspect parts for size, finish and defects.
__ Test a product within specifications, using a voltmeter or a pressure guage.

__ Arrange window displays.
__ Make appliance repairs.
__ Operate a cash register and give correct change.
__ Give credits for items returned and make out credit forms.
__ Set up a maximum dollar purchase credit checking system and screen credit applications.
__ Take orders for products by telephone, and quote accurate delivery dates.
__ Compare values on a cost-per-unit basis.
__ Train workers to demonstrate new products and assist customers.
__ Gather information about a competitors product.
__ Select and mark-down merchandise for sale.
__ Keep updated files on incoming shipments and code incoming merchandise.
__ Order new goods based on a computer report of items sold.
__ Make periodic inventory counts and compute inventory values.
__ Compute an invoice and bill of lading.
__ Promote a profit-making event.

__ Write business letters.
__ Take dictation in shorthand and transcribe into readable copy.
__ Type rough drafts of letters and reports from a dictating machine.
__ Keep a well-organized correspondence file.
__ Run a switchboard; sort and distribute mail.
__ Operate a 10-key calculating machine.
__ Prepare a budget and estimate when to cut off spending to remain within budget.
__ Record business transactions as debits and credits.
__ File an Income Tax Form.
__ Produce payroll checks, withholding and social security records.
__ Keep an accurate accounts receivable file.
__ Keypunch alphanumeric data into punched cards and edit coded work using a verifier.

__ Program a computer, using a systems flowchart and operate a sorter, collator and reproducer.
__ Express sales versus costs with charts or graphs.
__ Produce a balance sheet and profit/loss statement.

__ Cash payroll and personal checks.
__ Balance a checking or savings account.
__ Compare the rate of return on different investments.
__ Apply for and use credit cards.
__ Evaluate the best insurance offered by competing companies.
__ File an insurance claim.
__ Explain the need for life insurance.
__ Accept, count, and record withdrawals and deposits.
__ Balance receipts and payouts.
__ Use a multiple-listing book.
__ Compare the profits of various industries.
__ Examine the records of a business for accuracy.
__ Buy and sell stocks.
__ Apply for a loan.
__ Compute interest and collect loan payments.

__ Write or rewrite news articles with a typewriter, and proof copy.
__ Write a review of a book, play, or movie.
__ Develop advertising layouts which introduce new products.
__ Write advertisements or slogans.
__ Write the lead for a news story.
__ Develop film and enlarge prints.
__ Select pictures and write captions for publication.
__ Determine newspaper layout of pictures and copy.
__ Produce a school newspaper, radio or TV program.
__ Run a 16mm projector, video tape or slide type machine.
__ Use an offset printer.
__ Transfer voices or music from one tape to another.
__ Sell classified ads.
__ Compute advertising rates high enough to make a profit.
__ Conduct an interview.

__ Make sketches for a book.
__ Paint a landscape.
__ Build and paint stage props.
__ Apply makeup to actors or actresses.
__ Perform acrobatic stunts.
__ Imitate characters.
__ Act in a stage play.
__ Direct a stage play.
__ Carve a statue from clay.
__ Develop an original dance or gymnastic routine for a stage play.
__ Write a verse or poem for a greeting card.
__ Play a musical instrument in a band or orchestra.
__ Conduct an orchestra or band.
__ Plan special lighting effects.
__ Write the words for a song.

__ Clean and purify a pool.
__ Plant new grass for lawns.
__ Hold an exercise class for weight reducers.
__ Design wigs, fit hair pieces.
__ Run a self-service laundry.
__ Make alterations on clothes and replace zippers.
__ Kill termites, bugs, or vermin.
__ Decorate rooms with antiques or knick knacks.
__ Register guests in a hotel.
__ Cut and shape hair.
__ Give facial, scalp massage and manicure.
__ Strip tables and reset for the next meal quickly, using correct place setting rules.
__ Prepare salads, desserts, entrees, vegetables, and hot breads.
__ Plan the details of a menu.
__ Set up for catering to a party.

__ Read a utilities meter.
__ Identify pollution control violations.
__ Gather information from the public records.
__ Make a record of a traffic accident.
__ Inform people as to their constitutional rights and responsibilities.
__ Organize a club.
__ Speak for a group whom you represent.
__ Locate prime areas for political signs.
__ Understand and give directions.
__ Tutor children in reading.
__ Tutor children in doing simple mathematics problems.
__ Tutor children in making realistic career decisions.
__ Lobby for a cause.
__ Contrast evidence with non-evidence.
__ Hold a mock trial.

__ Make up beds and give bed baths.
__ Sterilize surgical instruments.
__ Be able to understand written instructions.

__ Answer the telephone correctly and courteously.
__ Administer eye tests.
__ Prepare the patient properly.
__ Transport people by ambulance, stretcher and wheelchair.
__ Mix dental fillings.
__ Set up emergency oxygen equipment.
__ Apply bandages, dressings and drainage tubes, and give first aid.
__ Give injections.
__ Measure and record temperature, blood pressure, respiration, and pulse.
__ Administer personality tests.
__ Admit a patient to a hospital, interview outpatients, and record data on charts.
__ Process insurance forms.

__ Measure solids and liquids in metric weights and measures.
__ Use a variety of laboratory equipment, such as a microscope.
__ Draw a map of the earth's surface.
__ Draw specified chemicals from stock.
__ Calculate percentages.
__ Compare simple forms of energy.
__ Read and interpret mechanical drawings.
__ Sort, reduce and analyze data.
__ Assist in installation of scientific instruments such as rain and tide guages.
__ Conduct laboratory experiments.
__ Produce a metal alloy.
__ Read and interpret electrical schematics.
__ Read, record and interpret data from electronic instruments.
__ Prepare findings, conclusions and recommendations from data analysis.
__ Produce a marketable substitute for a product.

__ Select sprays for crops.
__ Plant and fertilize crops.
__ Operate a tractor and harvest crops.
__ Mark and code wildlife.
__ Hand pollinate a plant.
__ Bank trees to protect buds from freezing.
__ Identify diseased or injured fish or wildlife.
__ Identify poisonous plants and animals.
__ Test the sugar and acid content of citrus trees.
__ Determine the cause of eroding soil.
__ Know which seasons are best for growing crops and plants.
__ Decide what protection certain species of wildlife require.
__ Grow a new variety of fruit or vegetable.
__ Estimate the grazing capacity of land.
__ Operate a greenhouse.

__ Change oil and lubricate a vehicle.
__ Rent an automobile.
__ Make flight reservations.
__ Demonstrate use of life-saving equipment.
__ Sell a trip ticket to several destinations.
__ Compute driving time between various points.
__ Give guided tours, handle tourist complaints.
__ Pack cargo within assigned weight limits.
__ Replace a water pump.
__ Install disc or power hydraulic brakes.
__ Tune an engine.
__ Repair an auto body.
__ Administer a driver's test.
__ Plot the course to be flown.
__ Organize a charter trip.